

Guidance Document for Local Education Agencies (LEAs) receiving Title III Funds

Year 1: Did not make AMAOs: Warning Status

Creating the Plan

- Click on the title: 3: Proficiency in English for ELLs. This will take you to “Edit a Plan Goal.” Because it is not possible to delete in ALEAT, it is necessary to backspace to remove the LEA’s 2010-2011 SMART Goal.
- Copy the 2011-2012 SMART Goal from the “Original Description” located just above the “Smart Goal” box. Paste the 2011-2012 SMART Goal into the “SMART Goal” box and click “Save.” The system will automatically return to the goal page.
- Click on “Add Strategy” which is located to the right of the goal and input the LEA’s first strategy. (Refer to “*Considerations in the Development of Strategies and Action Steps*” located below) It is necessary to clearly define the strategy in the title, (SEI Strategy 1, SEI Strategy 2, etc. are not acceptable strategy titles). In the “Description” box, describe the strategy. Ensure it is action-oriented, goal-based, research-based, systematic, and logical. After adding a strategy, click “Save.”
- It is necessary to add action steps for each of the three strategies. Action steps express intent, are specific and succinct, are doable within the designated timeframe, include an evaluation of the implementation of the strategy, and if professional development is needed, it specifically relates to the strategy. Each action step includes the following components: title, description, start and end dates, funding (if required), “Tags,” and the name of the responsible party for completing the action step. Remember to click “Save.”
- Continue this process for the additional strategies and corresponding action steps.
- To submit your Continuous Improvement Plan (CIP), click the link “Submit Goal” which is located beneath the title: 3: Proficiency in English for ELLs. Then, from the drop down menu, select “Submitted,” scroll down the page and click “Save.” Once this is complete, ALEAT will generate an email to notify the Arizona Department of Education (ADE) and the LEA that the goal has been submitted.

Considerations in the Development of Strategies and Action Steps

Note: Title III funds may not be used to provide services that the LEA is required to make available under local, state or federal laws.

The LEA needs to determine the cause for failure to meet AMAO(s). Your CIP must contain a minimum of three strategies, including action steps, which will assist the LEA in meeting or exceeding all AMAOs this school year. One of the strategies must include high quality professional development, and another strategy must address the implementation of a high quality language instructional education program. The LEA must create at least one additional strategy, with related action steps, addressing failed AMAO(s). Some suggestions are provided below, but this is by no means an all inclusive list:

High quality Professional Development (TAGS: ELL and PD)

- English Language Proficiency Standards (ELPS) training
- English Language Develop (ELD) training
- Individual Language Learner Plan (ILLP) training
- Time Allocation specific training, i.e., Grammar, Vocabulary
- Conference Attendance

High quality Language Instruction Educational Program (TAG: ELL)

- Upgrade program objectives and effective instructional strategies
- Intensify instruction
- Develop curriculum maps/pacing guides
- Align curriculum to ELP standards
- Support for personnel, including teacher aides specifically trained (or are being trained), to provide supplemental services under the direct supervision of a highly qualified teacher
- Enhance instructional opportunities that promote student engagement and English language acquisition

Monitoring (TAGS: ELL and Monitor)

- Collect and disaggregate data
- Systematic progress monitoring
- Develop and utilize an observation rubric

Technology (TAGS: ELL and TECH)

Note: All technology purchases using Title III funds must be supplemental and for the sole and exclusive use of current English language learners.

- Instructional software that supports English language acquisition and is aligned to Arizona's ELPS
- Hardware that will be used to supplement and enhance ELD instruction
- Integrate technology to supplement and deliver ELD instruction

Parent Involvement (TAG: ELL)

- Family Literacy Programs
- Parental Translation Services
- Family Outreach and Training Classes/Activities

Intervention Services (TAG: ELL)

Note: Intervention services must be provided outside the normal school day.

- Summer School
- Before or after school tutoring
- Saturday School
- Instruction during intersession(s)